



LICENSING ALERT

Richard H. Lee
Deputy Secretary for Quality Assurance

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Division of Drug and Alcohol Program Licensure
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TIMING OF INDIVIDUAL TRAINING PLANS

Staffing regulation 28 Pa. Code § 704.11(b)(1) requires that each employee have a written individual training plan. The Division of Drug and Alcohol Program Licensure has received questions from providers regarding the timing of the initial individual training plan.

It is reasonable to expect that the initial training plan for a newly hired employee will be completed within 30 days from the date of hire. Thirty days allows sufficient time for the employee and supervisor to develop an individual training plan. It also ensures that the employee has sufficient notice to complete both the required number of training hours and the mandated training within the specified timeframe.

Questions regarding this licensing alert should be directed to the Division of Drug and Alcohol Program Licensure at (717) 783-8675.

*****Please visit the Department's web site to access this Licensing Alert and other Division publications (www.health.state.pa.us and enter DAPL in the search box)*****